

Asheville Police Department Policy Manual

Chapter: 20 - Conditions of Work & Benefits **Original Issue:** 10/23/2008

Policy: 2006 - Attendance and Timekeeping **Last Revision:** 10/26/2022

Previously: 1024 - Attendance



Contents

Introduction
Policy Statement
Definitions
Rules and Procedures
2006.1 Reporting Absences
2006.2 Timekeeping

Associated Directives

[City of Asheville Attendance Policy](#)
[City of Asheville Compensation Policy](#)
[SOP 3010 - Pay Augmentation](#)

Introduction

The purpose of this policy is to establish guidelines and procedures for employee timekeeping, attendance, and absences. Due to the nature of law enforcement, department members are often asked to work varying schedules. The department must maintain an accurate record of employees' work hours and absences.

Policy Statement

It is the policy of the Asheville Police Department (APD) to maintain a procedure for accurately recording schedules and payroll information, including compensatory or overtime pay where appropriate and within the guidelines of the Fair Labor Standards Act (FLSA) and City of Asheville policies.

Definitions

Absence: an absence occurs when an employee is not present at work during any portion of a normally scheduled work period.

Rules and Procedures

2006.1 Reporting Absences

- A. Per the [City of Asheville Attendance Policy](#), employees must notify their direct supervisor (or the supervisor's designee if the supervisor is

unavailable) if they anticipate being absent or late for any reason that has not been previously approved by their supervisor.

1. All employees must notify their supervisor at least one (1) hour before the employee's start time and must do so in the manner that has been approved by their supervisor (i.e., emailing, texting, and/or calling).
- B. Officers must personally contact the on-duty supervisor in their district or work unit, or the senior supervisor on duty if their own district/unit does not have a supervisor on duty.
- C. Employees must follow call-in procedures for each day of absence or tardiness unless prior approval has been obtained from the on-duty supervisor or chief of police.
- D. Employees who are absent from work due to illness are not permitted to report to secondary or dual employment except as allowed by the Family Medical Leave Act and/or as approved by the chief of police.

2006.2 Timekeeping

- A. The full requirements for employee timekeeping for non-exempt employees are established in the [City of Asheville Compensation Policy](#).
1. Non-exempt staff are required to track their time on a daily basis for the purpose of tracking overtime and pay.
 2. Under no circumstances will an employee knowingly report hours incorrectly, and under no circumstances will a supervisor allow an employee to work without reporting the time as hours worked on the employee's timesheet.
- B. All supervisors will take appropriate steps to ensure that employees accurately and correctly report all hours worked for pay purposes.
- C. All [timesheets](#) must be completed, submitted by the employee, and forwarded to the [appropriate](#) supervisor for review. The supervisor will review the timesheets before they are submitted to the [department's](#) timekeeper.
- D. All timesheets must be turned in [by employees and reviewed by supervisors by the deadline established by the department's designated timekeeper, typically on the Friday before the end of the pay cycle.](#)
- E. Procedures for call-back pay, standby pay, phone calls, and augment/court pay are outlined in [SOP 3010 - Pay Augmentation](#).

By order of:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

David Zack
Chief of Police